



POSITION: Development Associate, Individual Giving

DEPARTMENT: Development

CLASSIFICATION: Permanent

LOCATION: Hybrid

FLSA STATUS: Full-Time/Non-Exempt

SALARY RANGE: \$48,000-\$51,000

SUPERVISOR: Director, Individual Giving

The Organization

New 42 catalyzes the power of performing arts to spark new perspectives, incubate new works and create new opportunities for us all. Through the nonprofit's signature projects — New Victory Theater (New York City's premier theater for kids and families) and New 42 Studios ("Broadway's secret laboratory") — New 42 makes extraordinary performing arts a vital part of everyone's life, from the earliest years onward.

We believe that representation matters both on the stage and behind the scenes, and seek employees who feel the same. We also know that creative people often come with non-traditional resumes and experience; if you believe you'd be a great fit here, please don't count yourself out—we want to hear from you! Read more below on how to apply.

The Position

New 42 seeks a Development Associate, Individual Giving, who will work closely with the Director, Individual Giving, the Manager, Campaigns and Events, and the Manager, Development Operations to help reach Individual Giving's fundraising goals, steward donors, and plan and execute special events.

JOB RESPONSIBILITIES

- Support Director, Individual Giving, in donor cultivation and benefit fulfillment activities, including providing ticket concierge services for Board and New Victory Circle donors
- Help the Individual Giving team plan and execute email, social media and direct mail fundraising campaigns
- Provide exemplary customer service to donors via email and phone, as well as in person; monitor and respond to inquiries in the development email inbox
- Help plan and implement fundraising events such as the New 42 Annual Gala, the New Victory Family Benefit, and Best of Broadway series
- Under the supervision of the Director, Individual Giving, serve as the project lead for one or two yearly fundraising campaigns, such as Give a Kid a Seat and/or the NYC Marathon
- Prepare acknowledgement letters for individual giving campaigns and events, in collaboration with Manager, Development Operations
- Attend and work at donor events which may take place on nights and weekends, inc
- Greet donors at weekend performances as needed

- Track and record Individual Giving expenses in Development's budget
- Assist Manager, Development Operations in maintaining donor records in Tessitura and processing contributions
- Conduct prospect research to identify new potential donors using online searches and donor screening tools, like iWave
- Work with Manager, Development Operations, and Development Associate, Institutional Giving, to generate quarterly donor listing updates for review by Director, Individual Giving, Senior Manager, Institutional Giving, and Director of Development
- Maintain up to date information related to online giving platforms, including Give Lively and Stripe
- Other duties as assigned by the Director, Individual Giving

QUALIFICATIONS AND SKILLS:

- Experience in a non-profit Development team (preferably Individual Giving)
- Strong communication and interpersonal skills
- Resourceful and creative thinker
- Collaborative spirit and team player
- Excellent organizational skills with a keen attention to detail
- Strong writing, proofreading and self-editing skills
- Experience using Google suite, Microsoft 365, Tessitura (or a similar CRM) and iWave (or similar wealth screening software)
- Social media experience a plus
- Passion for theater or the performing arts
- Sense of humor!

Why Should I Apply?

Be a part of this leading non-profit performing arts organization that is committed to empowering young people, artists and educators through the performing arts. In addition to a competitive salary, New 42 offers a strong employee benefit package which includes comprehensive Health Insurance, Flexible Spending Account, 403B Retirement Plan, Employee Pension, and Paid Time Off.

Equal Opportunity Employer

New 42 is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind: New 42 is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, predisposition or carrier status, disability, age, military or veteran status, or any other status protected by applicable law.

New 42 is committed to anti-oppressive practices in all departmental business processes; we aim to prioritize and advance as an anti-racist and anti-oppressive organization.

Accessibility Needs

Any applicants needing accommodations for accessibility purposes, please don't hesitate to let us know what you need.

Notes from Human Resources

Applicants must submit the following to development@new42.org to be considered for the position:

- Cover letter expressing specific interest in and qualification for the position
- Resume